

Texas Woman's University

Library Policy Manual

Policy Name: User Rights and Responsibilities

Policy Number: N/A

Next Review TWU: N/A

Last Library Review: March 2018

Next Library Review: March 2019

Purpose: To establish guidelines for user rights and responsibilities at the TWU Libraries. The Libraries will adhere to University standards. However, additional guidelines specific to the TWU Libraries are also included in this policy.

Definitions: For the purpose of this policy

User – All TWU students, faculty, staff, alumni, and community guests.

Policy:

1. The Texas Woman's University Libraries welcomes all users, including TWU students, faculty, staff, and alumni as well as community guests.
2. The Library supports learning, teaching, research, and community engagement through a variety of services, resource spaces, and equipment support.
3. Library staff provide knowledgeable, courteous, and effective service and respect individuals' intellectual freedom and privacy (see Privacy Policy).
4. Users must comply with all Federal, State of Texas and other applicable laws, regulations, contracts (including University or third party), copyright, patent, trademark, software license agreements, and University policies regarding electronic communications, protection of institutional data, and operation of information technology services.

Library Guidelines:

- The Library expects all users to treat Library staff and other Library users with courtesy and to respect the privacy of others.
- Beverages in covered containers and snacks are allowed in the Libraries with the exception of the Special Collections area. Exercise caution when eating and drinking near computers or other technology. If you notice spills, please alert a member of the Library staff. Properly dispose of all waste.
- Because the library is a shared public space, make sure to secure your belongings. The Libraries are not responsible for personal belongings.
- Library resources, furnishings, equipment, and restrooms should be left in the same or better condition than their initial state.

We want users to experience the TWU Libraries as a gateway to information as well as a comfortable environment for research. If you have questions about user rights and

responsibilities, please contact the Library Administration.

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administrative Team 03-29-2018

Approved by Library Administrative Team 10-04-2017